



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address OFFICE OF COMPTROLLER GENERAL FISCAL OFFICE 720 WEST TOWER, 200 PIEDMONT AVE. ATLANTA, GEORGIA 30334	Application Number 83-816	
Application Number		Date Received APR 22 1983	Date Completed MAY 10 1983
2. Person to Contact FRED JOHNSTON		Working Title FISCAL OFFICER	Telephone Number 656-2131
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1980 Present		5. Records Series Title (followed by title used in office, if different) AGENTS LICENSING DIVISION BATCH SHEETS (BATCH SHEET VERIFICATION FILE)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? Fiscal Office receives and keeps records of revenue collections of the Fire Marshals Office, Insurance Department, and Industrial Loan Department. Also, keeps the financial records of the general fund of the Comptroller General's Office, including payroll, travel expense bills, appropriations and budget information.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: RECEIVING AND VERIFYING FEES COLLECTED BY AGENTS LICENSING DIVISION. Included are: Form describing monies collected by Agents License, deposit number, validation numbers and total amount of money collected for applications in batch, and printout. File is arranged: By batch number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>1</u> time; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; Twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers <u>0</u> ; Shelves <u>0</u> ; Other (specify) <u>0</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? AGENTS LICENSING DIVISION
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ 4 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

To correspond with Agents Licensing retention schedule 81-437-A

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then or until audit is complete.
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 3 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Fred E. [Signature]</i>	4-23-83	<i>Fred Anderson</i>	4-22-83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>[Signature]</i>	5-6-83
		Secretary of State/Designee <i>Edward W. [Signature]</i>	5/3/83
		Attorney General/Designee <i>[Signature]</i>	5-4-83